



Invitation for Proposals

Painting of Two Sections of New Boston Town Hall

7 Meetinghouse Hill Road, New Boston, NH 03070

Peter R. Flynn, Town Administrator
603-487-2500 Ext. 121



PLEASE POST
TOWN of New Boston, NH
Invitation for Bids
Painting of Town Hall

Sealed bids for the painting of a historic building located at 7 Meetinghouse Road, New Boston, New Hampshire, will be accepted until 2:00 p.m. on July 18, 2014. Bids may be hand-delivered to the Town Hall or mailed to: Town of New Boston, PO Box 250, New Boston, NH 03070, and Attention: Town Administrator. At 2:00 p.m., the bids will be opened and read aloud. A detailed package with the information on the project, the conditions thereof, and bid forms is available at the New Boston Town Hall during normal office hours, M-F 9-4:00 and online at www.newbostonnh.gov.

Your bid envelope must be marked with "*Painting of Town Hall*" and the due date and time. If you send your bid by mail you should put it into a separate sealed envelope, marked as required. Place this sealed envelope inside the mailing envelope to safeguard against it being opened in error.

The work includes providing removal or remediation of all lead, all scraping, caulking, a coat of oil based primer, a coat of acrylic primer and a final coat of acrylic paint. Window sashes and frames are included. Associated staging and clean-up are outlined in the bid documents.

You may inspect the exterior of the premises without advanced notice to us. If you have any questions about our requirements or the process, please contact Peter Flynn at 603.487-2500 Ext. 121. Any changes or addendums will be posted on the Town of New Boston Web site. It is the responsibility of the proposer to check and verify any such changes in order to account for them in their bid.

The successful bidder will be required to execute the Contract Agreement within 10 days following the notification of the acceptance of the winning bid.

The Town reserves the right to reject any and all bids, and waive any minor or non-material informality, if deemed to be in its best interest.

Peter R. Flynn, Town Administrator
Town of New Boston

Posted:	Town Hall Bulletin Board, TD Bank, Website
Advertised:	Goffstown News

Scope of Work or Specifications and Conditions

1.) General Description of the Project, Materials and Quantities

Town Hall is an important historical element of the town and is located at 7 Meetinghouse Hill Road. The area scheduled for painting is the East Side of the building and the Back Gable End of Town Hall only.

3.) Time for Performance

We expect to award a contract on or about July 21, 2014. We expect to be able to fully execute a contract with you on or about July 25, 2014. You must specify the number of calendar days, from the date we execute a contract, that you expect it to take for completion.

4.) Term of Contract

All work must be completed no later than September 30, 2014.

5.) General Conditions

A.) If you are in default of this contract you will be given ten (10) days' notice to cure the default. You will have an additional ten (10) days to cure the default. If you do not do so we may cancel the contract.

B.) The term "days" shall mean calendar days.

C.) Unless otherwise specified, you must provide the standard warranty on all products as specified by the manufacturer. You must provide a one year warranty on all labor.

D.) Upon the execution of the contract you must produce a certificate of insurance, naming the town, its officers, employees and assigns, as Certificate Holder and Additionally Named Insured, for the following types and levels of coverage:

- Workers Compensation	Statutory
- Automobile and equipment	\$1 Million/\$2Million
- Property damage	\$1 Million/\$2Million
- General liability	\$1 Million/\$2Million

You may not use a sub-contractor without our approval. If you do use an approved sub-contractor for any portion of the work you must obtain from them, and provide to us a similar insurance certificate in the same amounts.

E.) The proposed pricing shall include all labor, insurance, material, leasing of any lift(s), staging or ladders and all such costs that you will incur in order to offer the Town a complete fixed price proposal fee to complete the work in a satisfactory workman-like manner.

- F.) You may bill on a bi-weekly basis for all labor performed and materials applied. Payments will be made within twenty (20) days of the submission of an approved bill showing conformance with all work requirements. The final 15% of the total bid will be retained until all work is completed and fully certified by a representative appointed by the town.
- G.) Any personal injury or property damage on the job must be reported to the Town no later than 10 am on the next day (excluding Sundays).
- H.) You must provide an explanation of how many years you have been in this business and under what other names you may have done business. You will include a list of at least three references for similar jobs you have successfully completed in the last four years showing the contact name, telephone number, year of the project, and the value of the project. This will be submitted with your bid.

6.) Questions and Supplements

Any questions with respect to this invitation must be received by e-mail (p.flynn@newbostonnh.gov), no later than 4 p.m. on July 18, 2014.

Proposals will be accepted until 2:00 p.m. on July 18, 2014 at the New Boston Town Hall. At this time all proposals will be opened and publicly read aloud.

All proposals are to be submitted in a sealed envelope marked "Painting of Town Hall" with the date and time advertised for the opening. If mailed, the bid has to be in a separate sealed envelope, similarly marked to protect against the actual bid being opened in error.

7.) Town Reservation of Rights

The Town of New Boston reserves the right to reject any and all proposals, and waive any minor or non-material informality if deemed to be in its best interests.

Town of New Boston
Painting of Academy Hall
Proposal Form

(Please Print or Type)

Name of Bidder _____
Address _____

Contact Person _____

Telephone _____ E-Mail _____

Mr. Peter R. Flynn
Town Administrator
PO Box 250
7 Meetinghouse Hill Road
New Boston, NH 03070

Dear Mr. Flynn,

Having examined the documents provided with the subject invitation for the proposal the undersigned proposes to furnish all materials as requested in accordance with the subject documents.

The undersigned acknowledges Addendum # _____. (If none, write none)

If I am notified that my proposal is accepted, I will sign the attached contract within ten (10) days.

Painting Contract for Specified sides of Town Hall: \$_____ (in figures)
_____ dollars and _____ cents

Time for Completion: I will complete the contract within _____ days of the signing of the contract.

I have attached a list of three references for similar work and their contact information.

I understand that the Town of New Boston reserves the right to reject any and all proposals, and waive any minor or non-material informality if deemed to be in its best interests.

I certify, under the penalties of perjury, that (1) I have had an opportunity to view the full invitation package and am aware it was my responsibility to perform my own due diligence appropriate to submitting this proposal, (2) I am fully authorized to submit this proposal and (3) I have not engaged in discussions, negotiation, or collusion with any person to determine what my bid will be.

Signature of Bidder _____

Title of Bidder _____

Signed this _____ day of _____, 2014.

Scope of Work

All items are to be completed in a professional and workman-like manner.

- 1.) **Wood Preparation:** All wood preparation to include fascia, siding, doors, window sashes, soffits and the like. Any 'lift' cost if shall be included in estimate.
 - a. Remove any dirt, dust, grime, oils, mildew, and loose paint by power washing or hand washing.
 - b. Scrape all loose or "flaking" paint to a sound surface.
 - c. Wherever rust has presented itself over the heads of nails, expose as much of the head of the nails as possible without damage to the surrounding wood and prime it with Flood-Penetrox or other product approved by the Town. Then seal the nail hole or mark with a flexible (siliconized) acrylic caulking (exterior) and smooth over with a putty knife.
 - d. Caulk around all doors and windows and small cracks (less than 1/4") in trim, fascia and siding with an exterior grade paintable silicone (or equivalent) ten (10) year caulk.
 - e. Paint all window sashes and doors in keeping with best practices, using an oil based primer for bare wood and then an acrylic primer on all wood before painting.

Prime all bare wood and caulked areas using a high quality oil based primer. The primer you use must be from the same manufacture as the manufacturer of the finished coat and recommended by them for use with the finished coat.

2.) **Painting:**

- a. Seal surfaces with one (1) coat of oil based primer where necessary. This primer coat must be from the same manufacturer as the final coat. One (1) acrylic primer coat is to be applied after the oil based primer is dry. A final coat (1) is to be a high quality white acrylic paint approved by the town.
- b. Paint with brushes only. No spraying of any type will be permitted unless specifically approved by the Town.
- c. Painting shall be done between the hours of 7:00 am and 6:00 pm Monday through Saturday. There is to be no work or painting on Sundays and holidays.
- d. The painting work shall be done in a manner that will create as little disturbance as possible for the area residents.
- e. The paint used will be a high quality and must be approved by the town prior to start up. Benjamin Moore, Sherman Williams and Devco (subject to grade of paint), are all pre-approved brands.
- f. The approved contractor must provide the Town with a schedule of all work at the time of contract signing. The contractor is responsible to coordinate changes in the schedule with the Town.
- g. The contractor shall exercise care in surface preparation and painting, to insure that workmanship is of the best quality, fully conforming to industry standards. Only skilled workers adequately supervised shall be allowed to work on the painting project.

- h. All materials are to be applied evenly and with the proper film thickness in strict compliance with the manufacturer's directions and/or printed instructions.
- i. Work is to be accomplished under favorable weather conditions, best suited to the production of an acceptable finished product.
- j. All work shall be subject to approval of the Town through a representative that they have previously approved. The contractor shall satisfactorily correct any work found in need of correction, due to improper preparation, painting, or workmanship, or as a result of the contractor's negligence prior to final approval and payment.

3.) Paint Protection and Clean Up:

- a. All grass, plants and/or shrubbery, or other surfaces and items not to be painted, shall be carefully protected from being stained with any primers or paints. Drop cloths shall be used liberally wherever needed for this protection.
- b. All painting related debris will be picked up and removed on a daily basis. The definition of debris includes but is not limited to paint cans, rags, and brushes. All debris is to be contained and disposed of properly.

5.) Painting Safety:

- a. All ladders are to be taken down daily and stored in a safe place away from any traffic area.
- b. All workers are to take the appropriate precautions to prevent any injury to themselves, residents and visitors.

6.) Other Painting Provisions:

- a. The contractor and a designated representative of the Town of New Boston will inspect all work as the work progresses.
- b. The contractor, prior to the final approval and final payment, shall satisfactorily correct any work found in need of correction due to improper preparation, painting or workmanship, or as a result of the contractor's negligence. The final payment or the retainer amount and completion date shall not occur until the omissions or discrepancies are corrected.
- c. All materials specified and approved shall be delivered in manufacturer's sealed containers, with original labels intact defining the contents therein.
- d. The contractor shall exercise care in surface preparation and painting, to insure that workmanship is of the best quality, fully conforming to the current lead laws and industry standards. Only skilled workers adequately supervised shall be allowed to work on this project.
- e. All materials are to be applied evenly and with the proper film thickness, in strict compliance with the manufacturer's directions and/or printed instructions.
- f. Work is to be accomplished under favorable weather conditions, best suited to the production of an acceptable finished product.

7.) Notification and Change Orders:

- a. Any additional work uncovered during the normal painting process shall be reported immediately to the Town. This is to include, but not limited to, rotten wood, damaged structural supports, roof leaks and damage (soffit and fascia).
- b. Any work to be completed at an additional cost above the agreed upon price and outside the agreed upon scope of work, must be pre-approved in the form of a change order, executed by the town.